

Information Memorandum Transmittal Aging and People with Disabilities



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Number: APD-IM-22-044

Issue date: 05/11/2022

Topic: Systems Issues

Due date:

Subject: Branch 5515 Transfers

Applies to (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Area Agencies on Aging: Type B | <input type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> Support Service Brokerage Directors | <input type="checkbox"/> Other (<i>please specify</i>): |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Message: Cases appearing in branch 5515 can be transferred to a local office by emailing Karen Kaino karen.i.kaino@dhs.oh.state.or.us or Cassandra Riley Cassandra.riley@dhs.oh.state.or.us in APD Central Office.

Please include the customer's prime or Social Security number and the destination branch number. In the subject line of the email, please include "5515 transfer" to receive a faster response. Every effort is made to transfer cases quickly.

AAA offices outside of the DHS email system must send transfer email requests via secure email.

For cases in other Central Office branches, please first attempt to contact that office via the transfer email boxes. If there is no transfer email box and the case is not in 5515, please contact Cassandra Riley directly.

FYI: 5515 is a discontinued branch in Oregon ACCESS used by APD Central Office and internal review teams. There is no staff assigned to "work" cases in 5515 and no one monitors 5515 for required action. Unlike field branches, inactive cases in 5515 cannot be moved to a new office and updated by field staff.

Cases are sometimes moved to 5515 through the normal course of business, such as when a case ends but does not need to go to Estates Administration Unit (8606) but should not be transferred into 5515 by the local office for any reason.

If you have any questions about this information, contact:

Contact(s): Karen Kaino	
Phone: 503-569-7034	Fax:
Email: karen.l.kaino@dhsoha.state.or.us	